



DENISE NORTHRUP  
DIRECTOR

DANA WEBB  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

## MEMORANDUM

HCM 18-04  
Date: 5/31/2018

To: All Appointing Authorities

From: Dana Webb, OMES/HCM Administrator

Re: Implementation of House Bill 1024

### Effective Date: July 1, 2018

### Eligibility Criteria

All full-time and part-time officers and employees, including temporary and other limited-term employees of the state who are employed by the state on the last working day of June 2018. Classified employees eligible for this salary increase shall receive the increase even if it causes the employees' salaries to exceed the maximum of the pay band.

No salary increase pursuant to this section shall be made that exceeds a salary limitation provided in an agency's annual appropriation bill or salary limits set by statute. Board members or commissioners whose compensation is spelled out in statute, along with the ineligible officers mentioned below, are ineligible for the pay increase.

### Amount of Annual Salary Increases

#### Increase amounts for base salary as of June 30, 2018:

\$40,000 and under - \$2,000  
\$40,000.01 - \$49,999.99 - \$1,500  
\$50,000 - \$59,999.99 - \$1,000  
\$60,000 and over \$750

### Other Eligible Employees:

1. Employees of county health departments.
2. Employees of a conservation district.
3. Employees of the George Nigh Rehabilitation Institute.

### **Ineligible Officers and Employees**

The following officers and employees shall not be eligible for a pay increase pursuant to this section; and nothing, except as otherwise provided by Section 840-2.17 of Title 74 of the Oklahoma Statutes, shall be construed to authorize any increase or advancement of the salaries of:

1. Any elected official.
2. Any cabinet secretary whose salary is governed by Section 10.5 of Title 74 of the Oklahoma Statutes.
3. Any agency director.
4. Any justice or judge whose salary is governed by the provisions of Title 85A of the Oklahoma Statutes or whose compensation is set by the Board on Judicial Compensation pursuant to Section 3.4 of Title 20 of the Oklahoma Statutes.
5. Any district attorney whose salary is governed by Section 215.30 of Title 19 of the Oklahoma Statutes.
6. Officers and employees of institutions under the administrative authority of the Oklahoma State Regents for Higher Education, except for officers and employees of the George Nigh Rehabilitation Institute.
7. Persons employed pursuant to Section 2241 of Title 74 of the Oklahoma Statutes.
8. Persons employed pursuant to Section 1.6a of Title 53 of the Oklahoma Statutes;
9. Persons who are employed or under contract pursuant to subsection B of Section 1419 of Title 10 of the Oklahoma Statutes.
10. The Adjutant General and Assistant Adjutants General pursuant to Section 27 of Title 44 of the Oklahoma Statutes.

### **Pay Adjustment Calculations**

1. The pay increase authorized by HB 1024 is an annualized salary increase. The calculation is carried to five decimal places and the resulting amount rounded to two decimal places. If the digit in the third decimal place is 5 or greater, the digit in the second decimal place is rounded up by one.
2. For part-time and temporary employees, the applicable adjustment is calculated by multiplying the employee's current hourly rate by 2080, next add the appropriate increase (\$2,000, \$1,500, etc.), then divide the result by 2080 to obtain the new hourly rate.

### **Employees on Leave Without Pay Or Reinstated/Reemployed Employees**

1. Employees eligible for the increase, who are on leave without pay on July 1, 2018, shall receive an annualized increase effective upon their return to work, but shall not receive any increase for the period of time prior to their return to work.
2. Employees who leave state service before July 1, 2018, and who are reinstated or reemployed in state service during July 2018, without a break



in service (period of time in excess of 30 days), and who are otherwise eligible for the pay increase, shall be granted the raise effective immediately upon reinstatement or reemployment.

#### **Automatic Action**

CORE will do an automatic action to effect the pay raise. The general pay increase for eligible employees will be implemented before any other personnel transactions effective that date. No other effective dated changes for July 1 or after can be put into the system until this update has been completed. Please note that CORE will not be performing the automatic action for board members or commissioners.

**Questions regarding the content of this memorandum, or any other questions relating to the implementation of House Bill 1024, may be directed to Jake Smith, director of Talent Management, at 405-521-6327 or Rena Bigby, director of Compensation and Classification at 405-522-6109.**

